

**14 FEBRUARY 1995**



**Supply**

**EXCESS PROPERTY ACCOUNTING,  
PROCESSING AND REPORTING AT THE  
AEROSPACE MAINTENANCE AND  
REGENERATION CENTER (AMARC)**

**NOTICE:** This publication is available digitally on the HQ AFMC WWW site at: <http://afmc.wpafb.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ AFMC/LGID  
(Mr W. Lawrence Kildow II)  
Supersedes AFMCR 65-16, 11 Jan 1988.

Certified by: HQ AFMC/LGI  
(Mr Frank P. Carchedi)  
Pages: 24  
Distribution: F;X

This instruction implements AFPD 23-5, *Reusing and Disposing of Materiel*. It provides guidance for the transfer of property accountability to the Air Force Special Defense Property Disposal Account (AFSD-PDA) at AMARC when authorized for processing as excess. It establishes the method for collecting data to adjust the AFSDPDA to reflect reclamation actions; sets forth the reimbursement criteria for all work performed on aircraft in the AFSDPDA and establishes demilitarization requirements. This instruction applies only to AMARC.

**SUMMARY OF REVISIONS**

This is the first publication of AFMCI 23-204, updating the information which was contained in AFMCR 65-16, and placing it in the format required by AFI 37-160. It updates functional area office symbols and eliminates a reporting requirement (RCS:HAF-LEY(D)7502, Aerospace Vehicle Inventory Report (Final Disposition)), and updates the RCS on existing reporting requirements.

**Chapter 1— AIR FORCE SPECIAL DEFENSE PROPERTY DISPOSAL ACCOUNT  
(AFSDPDA)**

**5**

- |                                     |   |
|-------------------------------------|---|
| 1.1. Purpose. ....                  | 5 |
| 1.2. Accountability: .....          | 5 |
| 1.3. Receiving and Inspection. .... | 5 |
| 1.4. Utilization Screening: .....   | 5 |

**Chapter 2— AUTHORIZATION FOR REMOVAL OR RECLAMATION OF PARTS**

**7**

- |   |   |
|---|---|
| 2.1. Queries From Other Than Inventory Control Points (ICP). .... | 7 |
| 2.2. Documenting Removal or Programmed Reclamation Ac .....       | 7 |
| 2.3. Parts Removal From Storage Property. ....                    | 7 |

2.4. Parts Removal From Property Assigned to Reclamation Projects Before .....	7
2.5. Programmed Reclamation Completion Control. ....	7
2.6. Parts Required by Federal Agency or Donee Organization. ....	7
2.7. Parts Removal After Transfer to DRMO. ....	7
<b>Chapter 3— DOCUMENTATION OF REMOVED OR RECLAIMED ITEMS</b>	<b>8</b>
3.1. Requirements for Data Collection. ....	8
3.2. Data Files Responsibility. ....	8
3.3. Use of Data Files. ....	8
3.4. Reclamation Receiving Documents (RRD). ....	8
3.5. Processing of Reclamation Residue: ....	8
3.6. Data Products. ....	8
<b>Chapter 4— RECORDS AND REPORTS</b>	<b>10</b>
4.1. Records: ....	10
4.2. RIT Records. ....	12
4.3. Transferring Property to the DRMO. ....	12
4.4. Processing and Recording Utilization Actions After Transfer to DRMO. ....	12
4.5. Reporting. ....	13
<b>Chapter 5— DEMILITARIZATION</b>	<b>14</b>
5.1. Procedure and Background: ....	14
5.2. Responsibilities for Identification. ....	14
5.3. Accomplishment of Demilitarization Actions: ....	14
<b>Chapter 6— REIMBURSEMENT</b>	<b>16</b>
6.1. Procedure. ....	16
<b>Attachment 1— DISPOSAL TURN-IN DOCUMENT (DTID)</b>	<b>18</b>
A1.1. AMARC/TIW is responsible for initiating through the aircraft status system, actions which result in the preparation of mechanized DTID (DD Form 1348-1A) on receipt of authorization or advice of the owning service or agency as outlined in chapter 1. Prepare the mechanized DTID in one set (four copies). Show the following elements of data by the designated organization in the location indicated on the DTID for the processing of property to and by the AFSDPDA. ....	18
Table A1.1. DD 1348-1 Instructions .....	19
A1.2. The three copies prepared are for use as follows: .....	20

**Attachment 2—FORMAT FOR PRIOR REMOVAL ITEMS LISTING 22**

- A2.1. The first line identifies the date prepared, the preparing activity, basic title of the report, product control number, Julian date of preparation, and page number. .... 22
- A2.2. The second line identifies the specific portion of the listing. .... 22
- A2.3. The third line identifies columnar headings for the first line of data as follows: ..... 22
- A2.4. Removal dollar value is summarized by end item and the overall total by MDS. .... 22
- A2.5. The service or agency owning the property is the recognized customer for all items listed. 22

**Attachment 3—FORMAT FOR RECLAIMED ITEMS LISTING 23**

- A3.1. The first line identifies the date prepared, preparing activity, basic title of the listing, product control number, Julian date of preparation, and page number. .... 23
- A3.2. The second line identifies the specific part of the listing. .... 23
- A3.3. The third line identifies columnar headings for the first line of data as follows: ..... 23
- A3.4. The second line identifies columnar headings for additional data lines as follows: .. 23
- A3.5. Removal dollar value is summarized by customer as follows: ..... 23

**Attachment 4— INSTRUCTIONS FOR PREPARATION OF DD FORM 1143 Report of Excess & Surplus Materiel at Disposal Activities, RCS: DD-A&T(Q)496) 24**

- A4.1. A separate DD Form 1143 is prepared for each end item for each of the previous owning services or agencies (Air Force, Navy, Army, and Coast Guard). A separate report is also prepared for RIT aircraft for each of the previous owning services or agency. These reports are prepared covering a month's transactions and mailed to HQ AFMC/LGID to arrive by the 5th calendar day of the month following the report period. .... 24
- A4.2. The report heading must, in addition to other prescribed entries, identify the service or agency and those reports covering RIT aircraft. .... 24
- A4.3. Entries in section 1 of the report are made as prescribed in DoD 4160.21-M other than: 24
- A4.4. Sections 2, 3, and 4. No entry is required in these sections since sections 2 and 3 are not applicable to AFSDPDA disposal responsibilities and entry in the aircraft portion of section 4 would only duplicate entries provided in section 1. .... 24

## Chapter 1

### AIR FORCE SPECIAL DEFENSE PROPERTY DISPOSAL ACCOUNT (AFSDPDA)

**1.1. Purpose.** A special disposal function exists, referred to as the AFSDPDA, under Air Force control for the processing of excess property at AMARC. This function maintains accountability and administrative control of property until processed to the Defense Reutilization and Marketing Office (DRMO). AFSDPDA is an Air Force managed function governed by the applicable policy and procedural guidance of AFPD 23-5 and DoD 4160.21-M, *Defense Reutilization and Marketing Manual*, as modified by this instruction for disposal operations. The Aircraft Disposition Office, Logistics Directorate (LG{3}) serves as the chief of the AFSDPDA and is responsible for all property accepted into the account (AFI 23-111, formerly AFR 20-14). Stock record account number (SRAN) FR2373, identifies this account and is listed in DoD 4000.25-6-M, Department of Defense Activity Address Directory.

#### **1.2. Accountability:**

1.2.1. Property at AMARC is retained on accountable records of the owning military service/federal agency until released by that service/agency for reclamation or reclamation insurance type (RIT) projects. When released, the accounting system issues a disposal turn-in document (DTID) which causes the property to be picked up under accountable records of FR2373 (AFSDPDA). If the property is an aircraft, the DTID reflects engine data as required by attachment 1. Simultaneously, the AMARC engine manager drops the accountability for all obligated (i.e., engines that have been removed from aircraft but remain available at AMARC) and installed engines from the active inventory accountable record.

1.2.2. Property accountability is also released through transfers to other Department of Defense (DoD) activities, foreign military sales actions, museum projects, donations, or DRMO.

1.2.3. Property maintained on the AFSDPDA will not be loaned or otherwise disposed without the approval of the accountable officer. Appropriately signed documentation from the recipient will be maintained in the accountable records file for such loans until all property is returned and cleared. Property will not leave the physical custody of the AFSDPDA without the signed documentation on hand and in file.

1.2.4. Property excess to other than DoD activities and the Coast Guard must not be input to AMARC unless approved by HQ AFMC/LGP, with specific instructions for AMARC processing.

**1.3. Receiving and Inspection.** The AFSDPDA must verify to the extent possible by physical inspection the validity of documentation as it applies to the specific property and enter receipt of the property to the AFSDPDA accountable records, both item and monetary, within 10 days from the date of acceptance.

#### **1.4. Utilization Screening:**

1.4.1. The AFSDPDA officer must control and accomplish the issue of the Air Force, Army, Navy and Coast Guard generated property that is determined excess and transferred to the AFSDPDA. This responsibility involves a formal offer after programmed reclamation through General Services Administration (GSA) of reportable property to satisfy the requirements of civilian federal agencies and authorized donees according to DoD 4160.21-M.

1.4.2. Reportable property is offered according to existing directives with the stipulation that parts required by DoD have been removed. Reclamation or parts removal is effected on property undergoing GSA utilization screening only to satisfy a Category A military standard requisitioning and issue procedures (MILSTRIP) priorities 01 through 08 requirement which cannot be satisfied from other eligible property. The AFSDPDA must advise GSA immediately when a major component to support a Category A requirement is removed from property undergoing GSA screening action. All other reclamation requirements are delayed to determine the need for the property by authorized recipients. Reclamation requirements for an offered aircraft requested by an authorized recipient are waived if the aircraft is to be donated for flight purposes.

***NOTE:***

To preclude misunderstanding by potential donees, any information provided the donee representative, either formal or informal, must reiterate this donation stipulation. A request from a donee to deviate from the stipulation (no removal of parts required by DoD before donation action) requires the approval on a case-by-case basis by the previous owning service. Deviations on Air Force property require approval of HQ AFMC/LGID.

1.4.3. Installed parts or items are not reported for utilization screening by other federal agencies or authorized donees; however, requests for property from these activities that can be satisfied from this source are honored providing there is no DoD or Coast Guard requirement for the item. After screening action and before transfer of property to DRMO, other federal agencies or authorized donee organizations may request and obtain parts or items available from the property.

## Chapter 2

### AUTHORIZATION FOR REMOVAL OR RECLAMATION OF PARTS

**2.1. Queries From Other Than Inventory Control Points (ICP).** ICPs are the only DoD activities that may request items directly from AMARC. Other DoD requesters, including Reserve and National Guard activities, are referred to the proper ICP. Requests for reclamation of parts from other federal agencies and donee organizations are processed only after all established DoD requirements, priority and routine, have been satisfied.

**2.2. Documenting Removal or Programmed Reclamation Actions.** All items removed or reclaimed from property after arrival at AMARC are documented on a reclamation receiving document (RRD), turned in to supply, recorded in the appropriate account (FB, FJ, FK, etc.) and recorded in the reclaimed items data file prescribed in chapter 4.

**2.3. Parts Removal From Storage Property.** Parts must not be removed from property after it is processed in, before establishment of a reclamation project, unless specifically authorized. Authorization for removals from Air Force property is contained in AFMCR 65-9; *Removal of Parts From Aircraft Arriving or in Storage at the Aerospace Maintenance and Regeneration Center*. Priority removals from Army, Navy, and Coast Guard aircraft and other property are authorized as identified in the applicable interservice support agreement (ISA).

**2.4. Parts Removal From Property Assigned to Reclamation Projects Before Establishment of Programmed Reclamation Requirements.** The removal of items to satisfy priority requests, both Categories A and B, may be authorized as specified in AFMCR 65-9, other applicable directives, or the applicable ISA. All items removed are documented according to paragraph 2.2. Category A requests are those with MILSTRIP priorities 01 through 08; Category B are those with MILSTRIP priorities 09 through 15.

**2.5. Programmed Reclamation Completion Control.** Programmed reclamation is considered complete when all required items have been turned in to supply or otherwise accounted for and all transactions are recorded in the reclaimed items data file. After completion of reclamation, AFSDPDA must report the property to GSA for utilization screening if no other DoD requirements or utilization, such as drones or targets, are known.

**2.6. Parts Required by Federal Agency or Donee Organization.** After all established DoD requirements have been satisfied and before transfer of the property to DRMO, federal agencies and donee organizations are authorized to obtain needed parts from the property upon approval by GSA. These removals are recorded in the reclaimed items data file by AFSDPDA.

**2.7. Parts Removal After Transfer to DRMO.** Completed removal action or unprocessed requests for removals after transfer may occur and must be coordinated with the DRMO. Additional requests received after transfer of the property to the DRMO must be honored with the approval of the DRMO.

## Chapter 3

### DOCUMENTATION OF REMOVED OR RECLAIMED ITEMS

**3.1. Requirements for Data Collection.** Data are reported on DD Form 1143, Report of Excess and Surplus Materiel at Disposal Activities (RCS: DD-A&T(Q)496), according to DoD 4160.21-M. The recorded stock list price is used as the value of reclaimed items for reporting use through reclamation. All removal or reclamation actions from time of receipt of the property at AMARC to the time of final disposition are reported. Removed or reclaimed items are identified to the individual end item and status at the time of removal.

**3.2. Data Files Responsibility.** A reclaimed items data file is established to reflect all items removed or reclaimed from property at AMARC. The reports required by this chapter are prepared from data contained in the reclaimed items and prior reclamation items data files. The inventory data file reflects the value of each end item in the AFSDPDA and is used to produce the reports cited in chapter 4. Systems development/programming responsibilities to support the data files are satisfied locally.

**3.3. Use of Data Files.** All removal or reclamation requirements are recorded and controlled in the data files. A requirement is established for all items to be removed and shipped by the supply account to a DoD activity or the Coast Guard. The turn-in of an item to the supply system clears the requirement record and is credited to the appropriate recipient. Documentation of condemned and not found items also clears the requirement record but no credit for reclamation is taken. The prior reclamation items and reclamation items data files provide the source of reclamation credit (paragraph 3.6) to update the inventory data file and produce the credit listings. These files are also used to determine removals from storage property that is being withdrawn for activation and for recording item removals from reclamation and RIT property or property transferred to DRMO. The file is purged after the end item is departed for activation and all reporting requirements are met. The inventory data file is used to produce reports required by AFMC.

**3.4. Reclamation Receiving Documents (RRD).** The RRDs covering removed or reclaimed items are used as a source for the data necessary to effect the required accounting and reporting by the AFSDPDA. To have the data at the time needed, removal actions must be recorded from time of receipt of the property at AMARC, regardless of the purpose (storage, reclamation, etc.). Internal AMARC processing must be capable of relating each RRD to:

- 3.4.1. Appropriate identification of the end item from which the item was removed.
- 3.4.2. Status of the end item (storage, reclamation, RIT) at the time of removal.
- 3.4.3. Owning service which input the property into storage, reclamation, or RIT.
- 3.4.4. Customer service which received the removed parts.
- 3.4.5. Unit cost and total cost.
- 3.4.6. Nomenclature.

**3.5. Processing of Reclamation Residue:**

3.5.1. Residue generated as a result of reclamation during the reclamation processing cycle of military type property is processed to the DRMO. AMARC prepares the necessary DTIDs. The description "Reclamation Residue" is used as identification on the DTID.

3.5.2. Residue generating from commercially salable property is placed in the property or physically located with the property in the drop area. Residue from property to be placed in RIT status is placed in or next to the property in the RIT area. Residue from commercially salable or RIT property does not require separate documentation.

**3.6. Data Products.** The inventory data file is updated monthly to reflect monthly activity as specified below:

**3.6.1. Prior Reclamation Posting and Credit Listing.** Upon receiving advice that property is to be placed in RIT, transferred or donated without programmed reclamation scheduling or that property is being placed in work for programmed reclamation, AMARC/TIO updates the inventory data file with prior removals. The dollar amount of prior removals is entered to the property record of the owning service. From the prior removal items data file, a summarized listing is prepared. Data for this listing are obtained from the previous entries to the reclaimed items data file and are listed in stock number sequence. Format of the listing is at attachment 2.

**3.6.2. Reclamation Posting and Credit Listing.** AMARC/TIO updates the inventory data file from the reclaimed items data file of all turn-ins after reclamation property is input to work and before transfer to the DRMO account or to RIT status. The dollar amount reclaimed is entered to the proper field in the record based upon the service or agency receiving the reclaimed item. A summarized monthly listing from the reclaimed items data file is prepared as of the 20th calendar day of each month. Format of the listing is provided at attachment 3.

**3.6.3. RIT Reclamation Posting and Credit Listing.** AMARC/TIO updates the inventory data file and prepares a summarized monthly listing of all turn-ins identified to property in RIT status. The listing is prepared as of the 20th calendar day of each month in the format shown at attachment 3.

**3.6.4. Subsequent Reclamation Posting and Credit Listing.** AMARC/TIO updates the inventory data file and prepares a summarized monthly listing of all turn-ins identified to property on the DRMO account. The listing is provided as of the 20th calendar day of each month. Format is the same as shown at attachment 3.

## Chapter 4

### RECORDS AND REPORTS

#### 4.1. Records:

4.1.1. The AFSDPDA sets up a mechanized data file to maintain control and accountability for property from time of receipt until final disposition from that account. These records provide both item and monetary statistics required in support of the account.

4.1.2. The financial record is maintained by monetary posting to the mechanized inventory data file. This file accommodates the recording and totaling of the monetary value of each type of transaction made to the property while it is on the AFSDPDA. Adjustment entries (other than those involved in transfer actions between accounts) which involve loss, pilferage, or erroneous postings not detected in the same reporting period as the commission of the error are documented on AF Form 85, Inventory Adjustment Voucher. The AF Form 85 will also be used to document adjustments required due to value of parts reclaimed exceeding the value of the end item. Losses or pilferage involving a monetary value of \$500 or less and all posting errors not detected before being reported must be fully explained on the AF Form 85 and authenticated and signed by the chief of the AFSDPDA. Loss or pilferage of property which exceeds \$500 must be similarly documented, authenticated, and signed by both the chief of the AFSDPDA and the commander or designee (other than the AFSDPDA).

4.1.3. Adequate files are required to support monetary records, provide documentation control necessary to maintain an efficient and orderly record system, and ensure timely and appropriate processing of property on the AFSDPDA account. Therefore, the following files must be established and maintained by the AFSDPDA:

4.1.3.1. Reportable Property Files. A record of actions/status of property reported to GSA for utilization screening must be maintained.

4.1.3.1.1. Active Reportable File. An individual file must be established for each Standard Form 120,

*Report of Excess Personal Property*, submitted to GSA and must be identified by the complete report number, including the three-digit item (serial) number. For example, a report prepared on 15 July 1986 (day 196) for 10 aircraft of the same mission design and series (MDS) would be assigned item (serial) number 001 through 010 and the file would be identified "FR2373-6196-001 through 010." The file must contain a copy of the SF 120, each related DTID, correction or withdrawal action, and all correspondence to and from GSA or potential recipients relative to the reported property. Historical data such as identity of the recipient or return to active inventory must be recorded on the SF 120 upon redistribution of the property, and a copy of each requesting and shipping document is included in the file. Upon completion of screening actions, surviving aircraft are released to the GSA Aircraft Utilization Office, Tucson, Arizona, for screening for components required by authorized agencies and donee organizations. This release is made by letter listing the MDS and serial numbers of aircraft available for removal of required components. This screening period is 60 days from the date of the release letter unless extended by GSA. The date of release for screening of components is annotated on the record copy of the SF 120 and these annotations plus aircraft redistributions will account for all aircraft offered in this report. Upon expiration of the screening

period, the SF 120 file is considered complete and the aircraft may be transferred to the DRMO for disposal.

4.1.3.1.2. Completed SF 120 files are filed by report number for reference purposes and must be disposed of according to AFR 4-20, volume 2, *Disposition of Air Force Records - Records Disposition Schedule*.

4.1.3.1.3. Property that does not qualify for SF 120 reporting must be released, upon completion of the reclamation project, by letter to the GSA Aircraft Utilization Office in Tucson, Arizona, for 60 days to satisfy parts requirements established by authorized agencies or donee organizations.

4.1.3.2. Item Control File. This file is established by property serial number, and is for the end item. If the file is for aircraft it must be established in MDS sequence. This file is used instead of stock record cards to identify property, location and updated dollar value on the AFSDPDA. The original copy of the DTID is retained in this file until the property has been returned to the active inventory, transferred/donated to an authorized recipient, or transferred to the DRMO account. Annotations are made to this document to reflect changes in status at all times and reductions of the end item value as items are reclaimed from the property. Annotations made for disposition actions must include the document number assigned to the credit document or documents. This document, annotated with disposal actions, is moved to the completed document file when final disposition of the property is accomplished. **NOTE:** A copy instead of the original may be used in this file during the early part of the processing, but annotations must be transferred to the original DTID upon receipt.

4.1.3.3. Completed Document File. This file is established on a calendar year basis and must contain the original copy of the DTID, appropriately annotated to reflect complete disposition actions. The file must also contain copies of all documents, in document number sequence, which were used to reduce the monetary record value and to annotate the DTID.

4.1.4. Use of the monetary record (paragraph 4.1.2.) and item control record (paragraph 4.1.3.2.), provides control and an auditable record of all property on the FR 2373 account. The chief of the AFSDPDA must:

4.1.4.1. Perform a physical inventory of all property (by serial number) on the AFSDPDA as appropriate, but at least annually, to ensure that all property being maintained in the item control file is actually available and still in the processing cycle. This inventory action is limited to end items and not extended to parts removed or remaining on the end item. Adjustments must be documented and reported as required.

4.1.4.2. Accomplish a balancing of the value of pending documentation in the item control file to the financial record monthly as a part of monthly statistical totaling to obtain report information required by paragraph 4.5. This action detects and corrects an imbalance which might occur and will be considered a running inventory control of parts reclaimed and reduced from the monetary value of the property.

4.1.5. The AFSDPDA establishes and maintains a control number register. A control number, prefaced by a 6-position SRAN forms the document number to be assigned to all documentation (except the DTID) affecting the AFSDPDA records.

4.1.5.1. Control numbers consist of eight digits. The first four digits reflect the Julian date and the last four digits reflect the consecutive number of documents prepared on a specific date.

4.1.5.2. For internal purposes only, the 6-position SRAN portion of assigned document numbers may be disregarded in posting and control effort, if the entire document number is readily identifiable.

**4.2. RIT Records.** A special category of excess property, titled RIT, supports unprojected future reclamation requirements.

4.2.1. RIT property is maintained on the accountable records of the AFSDPDA by the same record system established for other property on this account. Records for RIT property are established and maintained within the inventory data file.

4.2.1.1. Upon receipt of a DTID with "RIT" identified in blocks C and D, the property is posted to the RIT record as an initial receipt. If property is processed from excess records to RIT status, care should be taken to ensure this action is reflected as an adjustment, with the DTID annotated and refiled to reflect and support the RIT status.

4.2.1.2. The AMARC Business Office Division (TIW), and AMARC/LG (3) must periodically, but not less than twice a year, inspect RIT property. Whenever property has been subjected to such extensive reclamation as to make its further value as source of parts questionable, the property is reported to the appropriate service system program management organization with a request for authorization for disposal. The AFSDPDA must continue to account for property to be retained in RIT status and must transfer property to the DRMO which is identified as no longer required.

**4.3. Transferring Property to the DRMO.** All utilization screening, known reclamation of required parts and necessary system demilitarization are to be accomplished while the property is on the AFSDPDA. When these actions have been completed and documented, the property is transferred to the DRMO. The AFSDPDA prepares DD Form 1348-1A, *Issue Release/Receipt Document*, to transfer the property to the DRMO. The identification and accomplishment of demilitarization of any installed equipment on an end item are the responsibilities of AMARC before transfer to the DRMO. The DD Form 1348-1A transferring the property to the DRMO must reflect certification that this action has been taken according to DoD 4160.21-M-1, *Defense Demilitarization Manual*, and other applicable directives.

**4.4. Processing and Recording Utilization Actions After Transfer to DRMO.** Property is held by the AFSDPDA until all known utilization and reclamation requirements are accomplished. After transfer of property to the DRMO, a requirement may generate for an end item or parts from the end item. These requirements may be satisfied with the approval of the DRMO. Documentation required by the DRMO/AFSDPDA must be provided to substantiate the transaction. The AFSDPDA processes all issues of an end item (either complete or as parts) to preclude the need for both accounts to maintain required control/suspense actions. Accountability for end items or parts on the DRMO account for which there is a requirement is returned to the AFSDPDA for utilization processing and final action. This transaction is processed as an interdisposal account transfer and reflected as a plus or minus adjustment to the AFSDPDA and DRMO.

**4.5. Reporting.** The processing of property by the AFSDPDA is subject to the reporting requirements of DoD 4160.21-M, chapter XVIII, as a part of the excess and surplus property disposal operation of DoD (RCS: DD-A&T(Q) 496 applies).

4.5.1. Transactions accomplished by the AFSDPDA are reported on DD Form 1143, according to DoD 4160.21-M, as clarified or supplemented by attachment 4.

4.5.2. The report provides management data for HQ AFMC and permits Air Force consolidated reporting to the Defense Reutilization and Marketing Service to portray interservice and intraservice utilization and donation accomplishments identified by complete end item and reclamation efforts. It also portrays transfers to the DRMO.

## **Chapter 5**

### **DEMILITARIZATION**

#### **5.1. Procedure and Background:**

5.1.1. DoD 4160.21-M establishes the procedure and identifies the categories of property and key points requiring demilitarization, and provides guidance as to the method and degree of demilitarization required.

5.1.2. DoD implementation has been done by integrated materiel manager (IMM) assignment of demilitarization codes to each national stock number (NSN) item. The demilitarization code assigned is a part of the Federal Cataloging System and is published in the Management List-Consolidated commonly known as the ML-C.

5.1.3. The system, components, or items installed on aircraft are not identified to individual NSNs, and as such, the demilitarization codes cannot be used to determine the demilitarization required for installed property in disposal processing of aircraft. To ensure compliance with DoD 4160.21-M criteria, AMARC has developed an alternate method to identify and accomplish the required demilitarization of installed items as the aircraft is being processed for disposal.

**5.2. Responsibilities for Identification.** AMARC develops procedures and techniques to ensure that all "lethal" as well as "key points" are properly identified for demilitarization on the various configuration of each MDS of aircraft.

5.2.1. AMARC/LGR must prepare a set of demilitarization instructions in sufficient detail for each MDS aircraft programmed for disposal. These instructions should be completed as soon as possible after arrival of the MDS at AMARC, to permit demilitarization action just prior to transfer of the aircraft to DRMO. AMARC may request technical assistance, when required, from the service or agency generating the aircraft. In the case of Air Force generated excess aircraft, the system program director (SPD) is advised of the specific technical assistance required.

5.2.2. The demilitarization instructions developed are documented as a demilitarization workbook identified to each MDS aircraft and retained for use on aircraft demilitarization requirements.

5.2.2.1. A copy of demilitarization workbooks developed for Air Force generated aircraft is provided to the Air Force SPD and those developed for Army, Navy, and Coast Guard generated aircraft are sent to the generating service or agency as specified in the ISA.

5.2.2.2. A copy of the specific demilitarization workbook may be requested by a DoD activity to be used in accomplishing demilitarization of an aircraft locally when the aircraft is not to be sent to AMARC disposition. AMARC must support these requests; however, the requesting activity is advised that the workbook was prepared from information (aircraft and technical publications) available at AMARC and may or may not be complete for the specific aircraft involved. AMARC is not responsible for compliance with all provisions of DoD 4160.21-M-1 for off-site demilitarization performed by other organizations.

#### **5.3. Accomplishment of Demilitarization Actions:**

5.3.1. The demilitarization of systems on end items on the AFSDPDA must be done by technically qualified personnel when the end items are ready to move into the DRMO. AMARC must establish procedures to ensure:

5.3.1.1. Demilitarization is accomplished as required by the DoD 4160.21-M-1 criteria as identified in the demilitarization workbook. Ensure that any peculiar modifications to an individual end item, not provided for in the demilitarization workbook, are reviewed and demilitarization accomplished if appropriate.

5.3.1.2. A control system is set up to enable a designated individual to timely certify that all demilitarization required on installed items has been accomplished.

5.3.1.3. Only required demilitarization is accomplished and the aircraft is not to be subjected to unnecessary or careless destruction.

5.3.2. The DD Form 1348-1A prepared by AFSDPDA to transfer the accountability to the DRMO must contain and have attached a signed certification by the chief of Reclamation Division (LGR) that all required items or systems demilitarization has been accomplished.

5.3.3. The demilitarization of the airframe itself is not the responsibility of the AFSDPDA or AMARC and must be accomplished by the DRMO along with the disposal action

## Chapter 6

### REIMBURSEMENT

**6.1. Procedure.** The procedures for charging costs incident to work performed on AFSDPDA property and to administer the account are discussed briefly in the following paragraphs. With the exception of property and parts removed through GSA utilization screening, work performed on the AMARC facility relative to removal of excess material must be accomplished by AMARC personnel. Deviations to these procedures may be authorized on a case-by-case basis by the commander. If AMARC is requested and agrees to do the work resulting from the GSA utilization screening, the requesting activity reimburses all costs involved.

6.1.1. Costs incurred in demilitarizing aircraft systems are charges to the service or agency who owned the aircraft before its transfer to the AFSDPDA.

6.1.2. Reclamation expenses incurred in removing items on a programmed reclamation save list or on priority removal requests are charged to the requesting service or agency. Removal costs include removal, tagging of items, and annotating removal notices.

6.1.3. Miscellaneous programmed reclamation costs include movement of property from the storage area to the reclamation shelter for programmed reclamation; movement of property from the shelter or desert to DRMO for final disposal; and costs associated with the preparation and cleanup following a programmed reclamation project, including scrap segregation of residue generated as a result of reclamation or demilitarization actions. Expenses incurred in performing these workloads are charged to the service which initiated the reclamation project. If programmed reclamation is waived, costs to demilitarize and move the property to the DRMO will be charged to the service or agency which originally owned the aircraft.

6.1.4. Priority reclamation from AFSDPDA property

may require certain follow-on actions such as resealing and other protective measures after components are removed. Costs for such work are charged to the service or agency requesting the item.

6.1.5. The service or agency which owned the property before transfer to the AFSDPDA determines whether maintenance-in-storage procedures are waived or continued until the property is placed into reclamation in-work status. Costs for maintenance-in-storage work performed after the property is transferred to the AFSDPDA are charged to the service or agency which originally owned the property.

6.1.6. All costs associated with workload resulting from transfers or donations are charged to the recipient of the property as noted in paragraph 6.1.

6.1.7. When AFSDPDA property is selected for a museum project, the transfer must be effected before any other action. Subsequent costs for related work are charged to the service or agency that established the museum project.

6.1.8. When AFSDPDA property is transferred to active inventory status, the transfer must be effected before any other action. Subsequent costs for related work are charged to the recipient service or agency.

6.1.9. Priority removals from RIT property are charged as discussed in paragraphs 6.1.2 and 6.1.4. All other costs related to RIT property are charged to the service or agency that directed the property be placed in RIT status.

6.1.10. Normally, the federal agency or donee organization which obtains items from AFSDPDA property through the GSA screening process either contracts for removal of the items or provides on-site personnel to do the work. Costs for AMARC support provided are charged to the federal agency or donee organization requesting the support.

6.1.11. Movement and other related costs associated with the return of DRMO property to either the AFSDPDA or the active inventory are charged to the service or agency requesting the action.

6.1.12. AMARC/LG provides guidance for charging of any costs not covered in this chapter.

WILLIAM J. KOHLER JR., Col, USAF  
Deputy Director, Directorate of Logistics

## **Attachment 1**

### **DISPOSAL TURN-IN DOCUMENT (DTID)**

**A1.1.** AMARC/TIW is responsible for initiating through the aircraft status system, actions which result in the preparation of mechanized DTID (DD Form 1348-1A) on receipt of authorization or advice of the owning service or agency as outlined in chapter 1. Prepare the mechanized DTID in one set (four copies). Show the following elements of data by the designated organization in the location indicated on the DTID for the processing of property to and by the AFSDPDA.

**Table A1.1. DD 1348-1 Instructions**

<b>Record Position</b>	<b>Entry and Instructions</b>	<b>Entering Organization</b>
1-3	Transaction identification code *MM	
8-11	Federal Stock Class	
15-22	Aircraft MDS	
23-24	Unit of issue "EA "	
25-29	Quantity	
30-43	Document Number: 30-35 SRAN (FR2373) 36-39 Julian date 40-43 serial number (9000 series)	
65	Demilitarization code (X)	
66	Reclamation requirement (R)	
70	Code to reflect originating service/ agency, "A" for Air Force; "C" for Coast Guard; "H" for Army; "N" for Navy	
71	Military Standard Transaction Re- porting and Accounting Procedures condition code (F)	
73-80	Original acquisition value	
Block A	Previous project	
Block B	Identification of the activity to re- ceive the item (AFSDPDA, FR2373)	
Block C	AFSDPDA status of aircraft (RCLAM or RIT)	
Block D	End item identification and cur- rent project	
Block E	Blank	
Block F	Aircraft storage location	
Block G-L	Blank	
Block M	AMARC aircraft type/identifica- tion number	
Block N-R	Blank	

Block S	Set number 1	
Block T	Aircraft serial number	
Block U-Y	Engine type, model, series/serial number for each engine/ Auxiliary power unit obligated to aircraft	
Block 1	REC'D IN MAINT. To be signed and dated by LGR when aircraft is received for programmed reclamation and system demilitarization	
Blocks 2, 3	Blank	
Block 7	REC'D AFSDPDA. To be signed and dated when item is received initially by AFSDPDA	
Block 8	COMP IN MAINT. To be signed and dated by LGR reflecting all required programmed reclamation and demilitarization have been completed	
Block 4	GSA condition code	Assigned by LG(3)
**Blocks AA	Control information relative to AFSDPDA	
**through GG and 12	processing (see entries below)	
Block 13	SF 120 number	Assigned by LG(3)

**A1.2.** The three copies prepared are for use as follows:

A1.2.1. Upon receipt, AFSDPDA representative must sign block 7 on all three copies of DD Form 1348-1A:

A1.2.1.1. Copy 1 (original) is used as item record file and completed document file. LGRS/A representative must sign and date block 1 when aircraft is selected for input to reclamation/demilitarization process.

A1.2.1.2. Copies 2 and 3 are provided to LGR for their record and processing control during the reclamation processing cycle. Upon reclamation completion, copy 2 must be signed in block 8 by LGR to advise that reclamation and demilitarization has been completed. Copy 3 is retained for LGR files.

Note\* Data are assigned by computer unless otherwise indicated.

Blocks AA through GG

**\*\*Common to all Aircraft.**

Initial removal of classified equipment/ammunition/explosive charges accomplished:

Signed\_\_\_\_\_Dated\_\_\_\_\_

Final inspection to ensure no classified equipment/guns/explosive exist:

Signed\_\_\_\_\_Dated\_\_\_\_\_

**\*\* For Tactical Aircraft Only.**

Airframe demilitarization requirements must be performed according to DoD 4160.21-M-1/Defense Logistics Agency (DLA)/contract.

**\*\* For Modified Commercially Salable Aircraft Only.**

Inspection/removal/demilitarization of special modification equipment accomplished:

Signed\_\_\_\_\_Dated\_\_\_\_\_

## **Attachment 2**

### **FORMAT FOR PRIOR REMOVAL ITEMS LISTING**

**A2.1.** The first line identifies the date prepared, the preparing activity, basic title of the report, product control number, Julian date of preparation, and page number.

**A2.2.** The second line identifies the specific portion of the listing.

**A2.3.** The third line identifies columnar headings for the first line of data as follows:

A2.3.1. End item. AMARC assigned property type and identification number.

A2.3.2. MDS. Mission, design, and series.

A2.3.3. Serial Number. End item serial number.

A2.3.4. Stock Number. NSN of the item removed.

A2.3.5. Nomenclature. Description of item removed.

A2.3.6. Unit Price. Unit price of the item removed.

A2.3.7. Quantity. Total of removals for this line item since end item arrived at AMARC.

A2.3.8. Extended Dollar Value. Unit price times the quantity removed.

**A2.4.** Removal dollar value is summarized by end item and the overall total by MDS.

**A2.5.** The service or agency owning the property is the recognized customer for all items listed.

### **Attachment 3**

#### **FORMAT FOR RECLAIMED ITEMS LISTING**

**A3.1.** The first line identifies the date prepared, preparing activity, basic title of the listing, product control number, Julian date of preparation, and page number.

**A3.2.** The second line identifies the specific part of the listing.

**A3.3.** The third line identifies columnar headings for the first line of data as follows:

A3.3.1. .End item. AMARC assigned property type and identification number.

A3.3.2. .MDS. Mission, design, and series.

A3.3.3. .Serial Number. End item serial number.

**A3.4.** The second line identifies columnar headings for additional data lines as follows:

A3.4.1. Stock Number. NSN of the item removed.

A3.4.2. Document Number. Referral order/redistribution order for Categories A and B reclamation, the AMARC assigned document number for scheduled routine reclamation or the AFSDPDA document for customer codes D, F, and Z.

A3.4.3. Transaction Number. Computer assigned transaction number.

A3.4.4. Nomenclature. Description of the item removed.

A3.4.5. Status. AMARC processing status of property at time of removal.

A3.4.6. Recipient of item removed. (Customer code in attachment 5)

A3.4.7. Quantity. Quantity turned in to supply or provided to customers D, F, and Z.

A3.4.8. Extended Dollar Value. Quantity times the unit price.

A3.4.9. Reverse Post. Identified appropriate reverse post action.

**A3.5.** Removal dollar value is summarized by customer as follows:

A3.5.1. Each end item.

A3.5.2. MDS.

A3.5.3. Overall total by requester.

## Attachment 4

### INSTRUCTIONS FOR PREPARATION OF DD FORM 1143 REPORT OF EXCESS & SUR-PLUS MATERIEL AT DISPOSAL ACTIVITIES, RCS: DD-A&T(Q)496

**A4.1.** A separate DD Form 1143 is prepared for each end item for each of the previous owning services or agencies (Air Force, Navy, Army, and Coast Guard). A separate report is also prepared for RIT aircraft for each of the previous owning services or agency. These reports are prepared covering a month's transactions and mailed to HQ AFMC/LGID to arrive by the 5th calendar day of the month following the report period.

**A4.2.** The report heading must, in addition to other prescribed entries, identify the service or agency and those reports covering RIT aircraft.

**A4.3.** Entries in section 1 of the report are made as prescribed in DoD 4160.21-M other than:

A4.3.1. Line 2. Explain all adjustments reflected in this entry (regardless of dollar value) in the remarks section. Entry must reflect RIT intra-account transfers, both plus and minus and must include transfers from DRMO to AFSDPDA as a plus adjustment but won't include transfers from AFSDPDA to DRMO.

A4.3.2. Line 5. Identify in the remarks section to provide quantity, type, and value of property received.

A4.3.3. Line 8. Limit to Air Force use of end item. Use of parts by the Air Force as a result of reclamation is reflected as a separate entry on line 9.

A4.3.4. Lines 10 and 11. Include transfer to Army and Navy recipients, respectively, of both end items and reclaimed parts. Identify transfers of end item in the remarks section by type, recipient, and monetary value.

A4.3.5. Lines 12 and 13. Show transfers to Coast Guard and DLA recipients, respectively, in the same manner (including remarks) as stipulated for the Army and Navy.

A4.3.6. Lines 14, 15, and 16. Make entries for these recipients in the same manner (including remarks) as stipulated for the Army and Navy.

#### **NOTE:**

Line 15 would only apply if the AFSDPDA is advised to release end items or parts to the security assistance (SA) program direct. Normally, aircraft must be returned to the generating service or agency for support of an SA program requirement, and must be supported as utilization by the service or agency involved.

A4.3.7. Lines 18 through 22. Make entries for these recipients in the manner (including remarks) as stipulated for the Army and Navy.

A4.3.8. Leave lines 23, 24, 31, and 32 blank since these types of transactions are not applicable to disposal responsibilities to be accomplished by the AFSDPDA.

A4.3.9. Line 26. Make entry for end item or items transferred from the AFSDPDA to the DRMO. Identify in the remarks section by type, recipient, and monetary value.

A4.3.10. Line 28. Entry must reflect the aircraft currently undergoing GSA utilization screening (pending SF 120).

A4.3.11. Line 29 and 30. Entry must be the difference between line 27 entry minus line 28 since all other aircraft in the AFSDPDA are excess and awaiting reclamation or demilitarization action.

**A4.4.** Sections 2, 3, and 4. No entry is required in these sections since sections 2 and 3 are not applicable to AFSDPDA disposal responsibilities and entry in the aircraft portion of section 4 would only duplicate entries provided in section 1.

CUSTOMER	CODE INDEX
----------	------------

<i>Service</i>	<i>Code</i>
----------------	-------------

Air Force	A
-----------	---

Coast Guard	C
-------------	---

DLA	E
-----	---

Army	H
------	---

Navy	N
------	---

Other DoD agencies	D
--------------------	---

Federal agencies (other than Coast Guard)	F
---	---

Donee organizations	Z
---------------------	---